FBLA – Get the Edge!

Middle Level Competitive Events Guidelines

2009-2010 **State Awards Program**

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TABLE OF CONTENTS

	Page
Introduction to FBLA	1
Purpose	1
Goals	1
FBLA Student Membership Benefits	1
FBLA Creed	
FBLA Regions	3
FBLA Dress Code	
ML Competitive Events Participation	
Chaperone Policy	
Entry Submissions	7
FBLA-ML COMPETITIVE EVENTS (Individual/ Team)	
Career Exploration	8
Computer Slide Show Presentation	
Desktop Publishing	
FBLA Creed Speaking	
Introduction to Business Math	
Introduction to FBLA Principles and Procedures	
Introduction to Public Speaking	
Keyboarding Applications I	
Keyboarding Applications II	
Proofreading and Editing	
Spreadsheet	
Web Page Creation	19
FBLA-ML COMPETITIVE EVENTS (Chapter)	
American Enterprise Project	
Community Service Project	21
Local Chapter Activities Report	22
Cover Sheet for Reports/ Projects	23
FBLA-ML RECOGNITION AWARDS	
Outstanding Middle Level Adviser Recognition	24
Outstanding Middle Level Member Recognition	24
Outstanding Middle Level Supporter Recognition	25
OTHER FBLA-ML DOCUMENTS	26
FBLA-Middle Level Bylaws	Local Recruitment of Chapters
100 Percent Class Participation	Membership Achievement Award
Body Snatchers I	Middle Level Achievement Program

Or contact the National FBLA website: www.fbla-pbl.org.

Body Snatchers II

INTRODUCTION TO FBLA

Build your business department and career/technology center enrollments by bringing business and education together through leadership, community service, and team-building opportunities. If you are a creative teacher in a business or a business-related area seeking new ways to bring the curriculum to life, inspire your middle level students to learn, and to make your job more interesting, then FBLA-ML is for you.

Purpose

The purpose of FBLA-Middle Level Division is to provide, as an integral part of the instructional program, additional opportunities for students to explore, encounter, and experience positive leadership skills for their present lifestyles, as well as their future work.

Goals

The specific goals of FBLA-Middle Level Division are to:

- **Strengthen** the confidence of students in themselves and their work.
- **Create** more interest in and understanding of entrepreneurial careers and American business enterprise.
- **Encourage** members in the development of individual projects that contribute to the improvement of home, business, and community.
- **Develop** character, prepare for useful citizenship, and foster patriotism.
- Encourage and practice efficient money management.
- Encourage scholarship and promote school loyalty.
- Assist students in the establishment of occupational goals.
- Facilitate the transition from school to work.

Membership Benefits

Thousands of students across the nation are joining FBLA-Middle Level! FBLA-Middle Level teaches middle level students skills that are needed in every day life. Students also have the opportunity to be recognized at the local, state, and national levels. FBLA-Middle Level prepares students for "real-world" professional experiences.

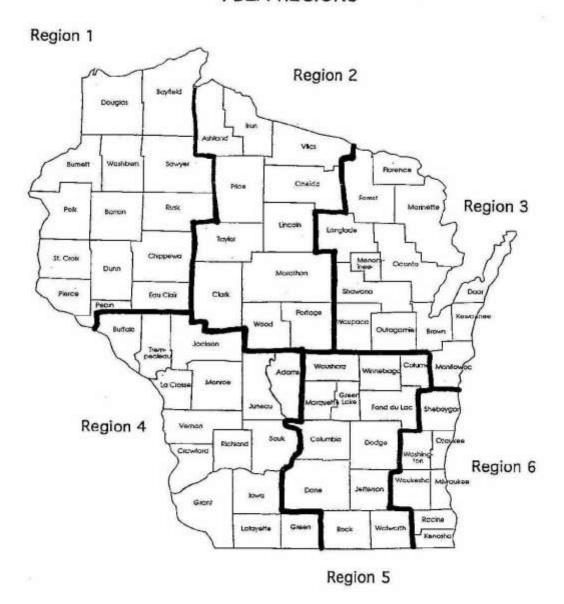
FBLA Creed

I believe education is the right of every person.

- I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.
- I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.
- I believe every person should actively work toward improving social, political, community and family life.
- I believe every person has the right to earn a living at a useful occupation and that this right should not be denied because of race, color, creed, sex, or handicap.
- I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.
- I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

(Revised, FBLA, Inc., Board of Directors, May 9, 1984)

FBLA REGIONS



APPROVED DRESS CODE FOR FBLA ACTIVITIES

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees – advisers, members, and guests – at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL activities include:

Males

- ♦ Business suit with collar dress shirt, and necktie or
- ♦ Sport coat, dress slacks, collar shirt, and necktie or
- ♦ Dress slacks, collar shirt, and necktie.
- ♦ Banded collar shirt may be worn only if sport coat or business suit is worn.
- ♦ Dress shoes and socks.

Females

- ♦ Business suit with blouse or
- ♦ Business pantsuit with blouse or
- ♦ Skirt or dress slacks with blouse or sweater or
- Business dress.
- ♦ Capris or gauchos with coordinating jacket/suit, worn below the knee.
- ♦ Dress shoes.

Inappropriate attire, for both men and women, includes:

- ♦ Jewelry in visible body piercing, other than ears
- ♦ Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- ♦ Backless, see-through, tight-fitting, spaghetti straps, strapless, **extremely short**, or low-cut blouses/tops/dresses/skirts
- ♦ T-shirts, Lycra[™], spandex, midriff tops, tank tops, bathing suits
- ♦ Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee-boots
- ♦ Athletic wear, including sneakers
- ♦ Hats or flannel fabric clothing
- ♦ Bolo ties
- ♦ Visible foundation garments

CLARIFICATION—Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses are accepted.

REVISED 1/9/2009; UPDATED 6/2009

Wisconsin 2009-10 Clarification:

Students participating in FBLA sponsored events, including leadership conferences and competitive events, may be removed/disqualified if the participant is not completely dry from a recent shower or water park experience.

In order to encourage the participation of our valuable Middle Level FBLA Members

Each member will be eligible to compete in the following:

One (1) Written Test

(Career Exploration, Intro to Business Math, Intro to FBLA Principles and Procedures, or Proofreading and Editing)

One (1) Performance Test

(Desktop Publishing, FBLA Creed Speaking, Intro to Public Speaking, Keyboarding I, Keyboarding II, or Spreadsheet),

One (1) Pre-judged Test

(Computer Slide Show Presentation and Web Page Creation)

Chapter Events are NOT included in the one test limit.

The entire chapter membership may contribute to this entry.

Chaperone Policy

Due to the necessity of appropriate supervision for the safety of our students (based on new DPI volunteer policies), coupled with the sheer size of the Wisconsin FBLA conference, the number of competitive events, tough economic times for business and industry, and availability of other types of volunteers, the following policy is being implemented.

Each FBLA Chapter attending a Regional or State Leadership Conference will be REQUIRED to have a 15:1 ratio of students to advisers/chaperones.

All FBLA Advisers will be assigned to administer **at least** one competitive event/performance, workshop, or tour. In addition, your chaperone(s) will be assigned to at least one competitive event/performance, workshop, or tour. The chaperones will be assigned duties such as timer, tour chaperone, workshop facilitator, or room monitor. Every effort will be made to not allow overlapping event assignments for advisers and chaperones.

Names of advisers and chaperones will need to be submitted during the RLC/SLC Registration process.

Wisconsin FBLA Entry Submission All Levels – RLC/SLC/NLC

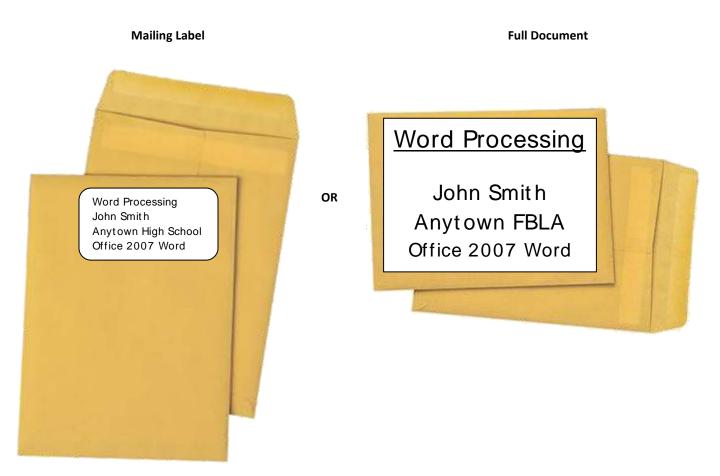
For any set of documents, entry submissions (including Middle Level), etc. (i.e. Website Development, Computer Applications, Local Chapter Annual Business Report) this submission policy is in effect. **Failure to submit materials in this format will result in a five (5) point deduction from the overall score.**

All prejudged and skill event documents and materials MUST be placed into a large (9x13) catalog or clasp envelope. Each event entry will be different. Please refer to the Competitive Event Guidelines for requirements for each event. For example, a submission for Digital Video Production would include CDs and a Statement of Assurances. Or for Word Processing, a completed submission would include Administrator's Release Form, copy of the test packet, Format Guide, completed documents for the test, as well as folded or crossed out copies of unused printouts.

Each envelope MUST be labeled with the following information:

- Event
- Participant(s) name
- School
- Software Used

The label can take either of the following formats:



Career Exploration

Individual Event

DESCRIPTION

• Refer to National Competitive Event Guidelines.

ELIGIBILITY

- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in the Wisconsin Competitive Events Guidelines for each event.
- However, Middle Level students WILL NOT be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

ADMINISTRATION OF EVENTS

	SLC	
Objective test.		

JUDGING

Computer Slide Show Presentation

Individual or Team Event

DESCRIPTION

Refer to National Competitive Event Guidelines.

ELIGIBILITY

- Each chapter may submit one slide show from its active local Middle Level chapter.
- Entries may be created by an individual member or by a team, not to exceed three (3) members.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL national center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.
- All entries must be received by the State Office by March 9.

DESCRIPTION

The topic to be developed for this slide show and submitted for competition is:

Create either a slide show on internet and computer safety.

PROCEDURES

- The slide show must address the topic in the Description section. Entries will be judged according to the rating sheet.
- Presentations should be at least one (1) minute and no more than three (3) minutes in length.
- Presentations may be submitted on a CD or disk. Instructions should be included with the entry, describing the procedures necessary to run the presentation, including the software used. All software and the required elements should be included (i.e., pack-and-go) so the judges can view the presentation on any system.
- Presentations should be clearly labelled with the name of the student participant(s), school name, and state.

ADMINISTRATION OF EVENTS

RLC	SLC
There is no regional counterpart.	Due to State Office by March 9 .

RATING SHEET

Refer to rating sheet in the National Competitive Events Guidelines.

JUDGING

Desktop Publishing

Team Event

DESCRIPTION

• Refer to National Competitive Event Guidelines.

ELIGIBILITY

- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students WILL NOT be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

ADMINISTRATION OF EVENTS

SLC
Skills test on the computer.
May only use one computer for the event.
Individual Member Event or Team Event
not to exceed three (3) members.

JUDGING

FBLA Creed Speaking

Team Event

DESCRIPTION

- Each team member must speak equally in the presentation.
- No note cards will be permitted, the presentation must be memorized.
- The presentation must not exceed 3 minutes; points will be deducted if the presentation goes over the allotted time.
- No National Level Equivalent.

ELIGIBILITY

- Each chapter may submit enter one team, not to exceed three (3) members from their local Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL national center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.

ADMINISTRATION OF EVENTS

SLC
Performances will be on Thursday
Order of performances is random.
Performances open to conference delegates,
except performing participants of this event.

JUDGING

- The rating sheet (s) for the judge's use are attached.
- All decisions of the judges are final.

FBLA Creed Speaking

Performance Rating Sheet

	Not Demonstrated	Does not meet expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content				·	
Accurate delivery of the Creed	0	1-6	7-13	14-20	
Equal participation of team members	0	1-6	7-13	14-20	
Knowledge of Topic					
Understanding concepts of Creed	0	1-5	6-10	11-15	
Demonstration of ability to effectively answer questions	0	1-5	6-10	11-15	
Delivery					
Voice quality and diction	0	1-3	4-7	8-10	
Appropriate gestures and eye contact	0	1-3	4-7	8-10	
Self-confidence, initiative, and assertiveness	0	1-3	4-7	8-10	
Subtotal	•	•			
100 MAX					
Time Penalty Deduct five (5) points for memorized recitation exceeding 3 minutes					
Dress Code Penalty Deduct five (5) points for dress code					
Final Score					
100 MAX					

Name(s):	
School:	
Judge's Signature:	Dat e:
Judge's Comments:	

Introduction to Business Math

Individual Event

DESCRIPTION

- Acquiring the ability to solve common business mathematical problems is a basic skill needed by all
 prospective business employees. This event provides recognition for FBLA members who
 demonstrate an understanding of basic math functions needed in business.
- No National Level Equivalent.

OBJECTIVE TEST COMPETENCIES

- Basic math concepts
- Decimals
- Fractions
- Percent ages
- Discounts
- Consumer credit

ELIGIBILITY

- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students WILL NOT be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC..

ADMINISTRATION OF EVENTS

	SLC	
Objective test.		

JUDGING

Introduction to FBLA Principles & Procedures

Individual Event

DESCRIPTION

- Members in FBLA should be knowledgeable about the association and the information found in the
 official publications. This event provides recognition for FBLA members who are interested in
 learning about the background and current information of FBLA.
- No National Level Equivalent.

OBJECTIVE TEST COMPETENCIES

- General information about the FBLA-PBL organization
- Other facts found in the FBLA Chapter Management Handbook
- Official FBLA-PBL publications (Tomorrow's Business Leader, FBLA Advisers' Hotline, and any other official publication)
- FBLA-PBL Goals
- FBLA-PBL Creed
- FBLA Bylaws

ELIGIBILITY

- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students WILL NOT be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC..

ADMINISTRATION OF EVENTS

	SLC
Objective test.	

JUDGING

Introduction to Public Speaking

Individual Event

DESCRIPTION

- This event recognizes FBLA members who are beginning to develop qualities of business leadership by developing effective speaking skills.
- The speech must be of a business nature and include at least one (1) of the nine (9) FBLA goals.
- Speeches should be approximately 3 minutes in length; note penalty points on rating sheet.
- No National Level Equivalent.

ELIGIBILITY

- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students WILL NOT be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC..

ADMINISTRATION OF EVENTS

SLC
Performances will be on Thursday
Order of performances is random.
Performances open to conference delegates,
except performing participants of this event.

JUDGING

- The rating sheet(s) for the judge's use are attached.
- All decisions of the judges are final.

Introduction to Public Speaking

Performance Rating Sheet

EVALUATION ITEM	Not Demonstrated	Does Not Meet	Meets	Exceeds	Points Earned
	Demonstrated	Expectations	Expectations	Expectations	Earneu
Content		Lxpectations			
Relation to FBLA-PBL Goals	0	1-5	6-10	11-15	
Purpose Clearly Stated	0	1-5	6-10	11-15	
Suitability and Accuracy of	0	1-5	6-10	11-15	
Statements					
Organization					
Topic Adequately Developed	0	1-5	6-10	11-15	
Logical Sequence of Ideas	0	1-5	6-10	11-15	
Accomplishment of Purpose	0	1-5	6-10	11-15	
Delivery					
Voice Quality and Diction	0	1-5	6-10	11-15	
Appropriate Gestures and	0	1-5	6-10	11-15	
Eye Contact					
Self Confidence, Initiative, and	0	1-5	6-10	11-15	
Assertiveness					
Extent to which speech was	0	1-5	6-10	11-15	
sincere, interesting, clear,					
creative, convincing, and concise					
Subtotal				100/MAX	
Time Penalty Deduct five (5) points for					
Dress Code Penalty Deduct five (5) po	oints when dress o	code is not follow	ed.		
Final Score				100/MAX	

Name(s):		
School:	State:	
Judges Signature:	5 .	
Judges Comments:		

Keyboarding Applications I

Individual Event

DESCRIPTION

Refer to National Competitive Event Guidelines.

ELIGIBILITY

- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students WILL NOT be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

ADMINISTRATION OF EVENTS

SLC
Skills test on the computer.

JUDGING

• All judges' decisions are final.

Keyboarding Applications II

Individual Event

DESCRIPTION

Refer to National Competitive Event Guidelines.

ELIGIBILITY

- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students WILL NOT be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

ADMINISTRATION OF EVENTS

SLC
Skills test on the computer.

JUDGING

Proofreading & Editing

Individual Event

DESCRIPTION

Refer to National Competitive Event Guidelines.

ELIGIBILITY

- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students WILL NOT be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

ADMINISTRATION OF EVENTS

	SLC	
Objective Test.		

JUDGING

All judges' decisions are final.

Spreadsheet

Individual Event

DESCRIPTION

• Refer to National Competitive Event Guidelines.

ELIGIBILITY

- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students WILL NOT be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

ADMINISTRATION OF EVENTS

SLC	
Skills test on the computer.	

JUDGING

Web Page Creation

Individual or Team Event

DESCRIPTION

- Refer to National Competitive Event Guidelines.
- Develop a web page based on this topic:

Create either a web page or slide show on the March of Dimes. Be sure to include why FBLA should support this organization?

ELIGIBILITY

- Each chapter may submit one web page creation from its active local Middle Level chapter.
- Entries may be created by an individual member or by a team, not to exceed three (3) members.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL national center as having paid dues by November 15 of the current school year.
- A Middle Level chapter WILL NOT be permitted to submit an entry in the High School level competition.
- All entries must be received by the State Office by March 9.

PROCEDURE

- The Web page may be one or two pages with at least one link.
- The Web page must address the topic in the Description section. Entries will be judged according to the rating sheet.
- Web pages must be submitted on a CD and must be viewable with a variety of browsers (Netscape, MS Explorer, etc.)
- Presentations should be clearly labelled with the name of the student participant(s), school name, and state.

ADMINISTRATION OF EVENTS

RLC	SLC
There is no regional counterpart.	Due to State Office by March 9.

RATING SHEET

Refer to rating sheet in the National Competitive Events Guidelines.

JUDGING

American Enterprise Project

Chapter Event

DESCRIPTION

Refer to National Competitive Event Guidelines.

ELIGIBILITY

- Each chapter may submit one report from its active local Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL national center as having paid dues by November 15 of the current school year.
- A Middle Level chapter WILL NOT be permitted to submit an entry in the High School level competition.
- Reports must be received by the State Office by March 9.

REPORT CONTENTS

- Projects must be keyed in the order of the questions listed in the Project Format section and be no more than five pages including the coversheet and attachments.
- Pages must be on standard 8 ½ x 11" paper.
- Pages may not be laminated or bound in sheet protectors.
- Projects may be single- or double-spaced.
- Each side of the paper providing information is counted as a page.
- Copies should be sent rather than important original documents
- Scrapbooks and loose or bulky exhibits are not acceptable.
- Projects should be stapled in the upper left-hand corner with the cover sheet.
- The project must describe an activity on American Enterprise/Free Enterprise that was conducted during the current school year.
- Use the form provided on page nineteen for the <u>cover format</u>.
- The project should be the work of an individual or multiple Middle Level FBLA members and not the adviser.

PROJECT FORMAT

The project report will consist of questions and answers. Key the following questions followed with your comments and description.

- Describe the chapter's American Enterprise Project.
- State the purpose and/or goals of the project. The purpose and/or goals should be keyed as numbers or bullets.
- Describe how the chapter chose this particular project as an American Enterprise activity.
- Describe the steps the chapter members used to plan and develop the project.
- Describe how the chapter completed the project.
- Describe why this project is unique.
- Explain the benefits and impact your project had on the school or community.
- Explain and give evidence of how the project was publicized by attaching at least one article, flyer, etc.
- Pictures may be incorporated into the report.

ADMINISTRATION OF EVENTS

RLC	SLC
There is no regional counterpart.	Due to State Office by March 9.

RATING SHEET

• Refer to rating sheet in the National Competitive Events Guidelines.

JUDGING

Community Service Project

Chapter Event

DESCRIPTION

Refer to National Competitive Event Guidelines.

ELIGIBILITY

- Each chapter may submit one report from its active local Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL national center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.
- Reports must be received by the State Office by March 9.

REPORT CONTENTS

- Projects must be keyed in the order of the questions listed below in the Project Format section and be no more than five pages including the cover sheet and attachments.
- Pages must be on standard 8 ½ x 11" paper.
- Pages may not be laminated or bound in sheet protectors.
- Projects may be single- or double-spaced.
- Each side of the paper providing information is counted as a page.
- Copies should be sent rather than important original documents.
- Scrapbooks and loose or bulky exhibits are not acceptable.
- Projects should be stapled in the upper left-hand corner with the cover sheet.
- Use the form provided on page nineteen for the cover format.
- The project should be the work of an individual or multiple Middle Level FBLA members and not the adviser.

PROJECT FORMAT

The project report will consist of questions and answers. Key the following questions followed with your comments and description.

- Describe the chapter's Community Service Project.
- State the purpose and/or goals of the project. The purpose and/or goals should be keyed as number or bullets
- Describe how the chapter chose this particular project as a community service activity.
- Describe the steps the chapter members used to plan and develop the project.
- Describe how the chapter completed the project.
- Describe why this project is unique.
- Explain the benefits and impact your project had on the community and its citizens.
- Explain and give evidence of how the project was publicized by attaching at least one article, flyer, etc.
- You may incorporate pictures into the report.

ADMINISTRATION OF EVENTS

RLC	SLC
There is no regional counterpart.	Due to State Office by March 9.

RATING SHEET

• Refer to rating sheet in the National Competitive Events Guidelines.

JUDGING

Local Chapter Activities Project

Chapter Event

DESCRIPTION

Refer to National Competitive Event Guidelines.

ELIGIBILITY

- Each chapter may submit one report from its active local Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.
- Reports must be received by the State Office by March 9.

REPORT CONTENTS

- Reports must not exceed a total of five pages including cover sheet and other documentation.
- Pages must be on standard 8 ½ x 11" paper.
- Pages may be single- or double-spaced.
- Each side of the paper providing information is counted as a page.
- Copies should be sent rather than important original documents.
- Scrapbooks and loose or bulky exhibits are not acceptable.
- Reports should be stapled in the upper left-hand corner with the cover sheet. Use the <u>cover sheet format</u> provided on page nineteen.
- Reports must describe activities of the chapter that were conducted during the current school year.
- The project should be the work of an individual or multiple Middle Level FBLA members and not the adviser.
- Reports should follow the rating sheet content.

ADMINISTRATION OF EVENTS

RLC	SLC
There is no regional counterpart.	Due to State Office by March 9.

RATING SHEET

Refer to rating sheet in the National Competitive Events Guidelines.

JUDGING

Cover Sheet for

American Enterprise Project Community Service Project Local Chapter Activity Report

School			St at e
Chapter	Phone Number ()		
E-mail		_ Fax number	
Mailing Address			
(city)		(state)	(zip)
Adviser's Name			

Outstanding Middle Level Adviser Recognition

Refer to the National Competitive Event Guidelines for procedure and rating sheet.

ELIGIBILITY

- All active local chapters are eligible to submit one adviser for this recognition per school year.
- The nominee must have taught at least three (3) years at the Middle Level and have been an active FBLA-ML adviser for three (3) years.

REGULATIONS

- The nominee must submit a biographical sketch of no more than two (2) pages that includes the information outlined in the procedure section in the National Competitive Event Guidelines.
- The nominee must include a letter of recommendation from a current FBLA-ML member.
- The nominee's biographical sketch and letter of recommendation must be submitted to the State Office by **March 9** of the current year.
- A panel of judges will rate all nominees and select the top individual deserving state recognition.
- The individual selected as the top individual in this event becomes Wisconsin's entry for national recognition.

Outstanding Middle Level Member Recognition

Refer to the National Competitive Event Guidelines for procedure and rating sheet.

ELIGIBILITY

- All active local chapters are eligible to submit one student for this recognition per school year.
- The nominee must be on record as having dues paid by **November 15** of the current school year.

REGULATIONS

- The nominee must submit a biographical sketch of no more than two (2) pages that includes the information outlined in the procedure section in the National Guidelines.
- The nominee must include a letter of recommendation from the current FBLA-ML adviser.
- The nominee's biographical sketch and letter of recommendation must be submitted to the State Office by **March 9** of the current year.
- A panel of judges will rate all nominees and select the top individual deserving state recognition.
- The individual selected as the top individual in this event becomes Wisconsin's entry for national recognition.

Outstanding Middle Level Supporter Recognition

Refer to the National Competitive Event Guidelines for procedure and rating sheet.

ELIGIBILITY

- All active local chapters are eligible to submit one person for this recognition per school year.
- Nominees may be members of an educational institute (non-teaching staff) or the business community.

REGULATIONS

- The nominee must submit a biographical sketch of no more than two (2) pages that includes the information outlined in the procedure section in the National Guidelines.
- The nominee must include a letter of recommendation from the current FBLA-ML adviser.
- The nominee's biographical sketch and letter of recommendation must be submitted to the State Office by **March 9** of the current year.
- A panel of judges will rate all nominees and select the top individual deserving state recognition.
- The individual selected as the top individual in this event becomes Wisconsin's entry for national recognition.



MEMBERSHIP ACHIEVEMENT AWARD FORM

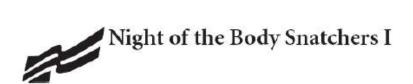
Please type or s	briest clearly.	
School Name	e:	Chapter Number:
Check one:	□ FBLA □ PBL □ FBLA-Middle La	evel
Lead Advised		Chapter President:
Lead Adviser	r's E-mail:	12 17 17 17 17 17 17 17 17 17 17 17 17 17
	ess:	
City:	State:	Zip:
Number of a	ourrent year members:	Number of prior year members:
Send to:	FBLA-PBL Membership Awards	Postmarked by: April 1
	1912 Association Drive	
	Reston, VA 20191-1591	
as from	866 500 5610	



100 Percent Class Participation Form

Piease type or p	orani aeariy.	
School Name	e:	Chapter Number:
Check one:	\Box FBLA \Box PBL \Box FBLA-Middle Level	
Lead Adviser	r:C	Chapter President:
Lead Advised	r's E-mail:	
	css:	
City:	State:	Zip:
	s roster and copy of your chapter's membersh	
Class Title: _		Number of Students:
Send to:	FBLA-PBL Membership Awards	Postmarked by April 1
	1912 Association Drive	
	Reston, VA 20191-1591	
or fav	966 500 5610	

Night of the Body Snatchers



Goal – To ignite recruiting efforts at the local level by offering incentives to individual members who "snatch" two (2) new FBLA-Middle Level members. This membership recruitment program is tied directly into Middle Level Achievement Awards Program (MAP) and coincides with the Business Level.

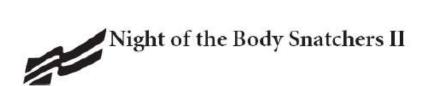
FBLA-Middle Level Members who recruit two NEW members and submit the accompanying Body Snatchers I form by March 1 will receive recognition on the national Web site. This program fulfills one of the requirements of the Business Level of the Middle Level Achievement Awards—Individual Membership Recognition. Clip off and send the form below. Member's Name: Chapter No: School Name; School Address: City: _____ State: ____ Zip: ____ Lead Adviser: School Phone: Lead Adviser's E-mail: Recruited two new members: (List names of new members in the blanks below.) 2. Name: Member's Signature: _____ Date: _____ Lead Adviser Signature: _____ Date: _____ Must be received by April 1 to:

Forms will be accepted throughout the year. Final postmark deadline is April 1.

FBLA-Middle Level Membership Awards

1912 Association Drive Reston, Virginia 20191-1591

Fax: 866,500,5610



Goal - To double recruiting efforts at the local level by offering incentives to individual members who double their recruiting efforts and "snatch" four (4) new FBLA-Middle Level members. This membership recruitment program is tied directly into Middle Level Achievement Awards Program (MAP) and coincides with the Enterprise Award.

Night of the Body Snatchers II

In this sequel award, FBLA-Middle Level Members who recruit four NEW members, doubling their recruitment efforts, and submit the accompanying Body Snatchers II form by March 1 will receive recognition on the national Web site. This program fulfills one of the requirements of the Enterprise Level of the Middle Level Achievement Awards-Individual Membership Recognition.

Clip off and send the form below.

Member's Name:		Chapter No:
School Name:		353
School Address:		
City:	State:	Zip:
Lead Adviser;		
Lead Adviser's E-mail:		School Phone; e blanks below.)
Recruited four new members: (1 1. Name:	ist names of new members in th	e blanks below.)
Recruited four new members: (1 1. Name: 2. Name:	ist names of new members in th	e blanks below.)
Recruited four new members: (1 1. Name: 2. Name: 3. Name:	ist names of new members in th	e blanks below.)
Recruited four new members: (1 1. Name: 2. Name: 3. Name: 4. Name:	ist names of new members in th	e blanks below.)

FBLA-Middle Level Membership Awards 1912 Association Drive Reston, Virginia 20191-1591

Fax: 866,500.5610

Forms will be accepted throughout the year. Final postmark deadline is April 1.



Outstanding Middle Level Recognition

mination form:		
	Zip	
Dhone Number		
Phone Number:		
Fax Number:		
State	Zip	
or more information.		
or more information.		
	Phone Number: Fax Number:	State Zip Phone Number: Fax Number:

Middle Level Achievement Program (MAP)—Individual Achievement

INDIVIDUAL MEMBERSHIP RECOGNITION PROGRAM OVERVIEW

This individual member program is designed to reward those FBLA-Middle Level members who excel in their participation in a variety of activities in the areas of service, education, and leadership. Members simply copy and fill out the cover sheet, attach the entry form and any supporting documentation, and submit the package by March 1.

Level 1: Entrepreneur Level—This award focuses on basic business skills, introduction to community service, and FBLA-Middle Level involvement at the local level; entries are certified by the local chapter adviser. Entries must be submitted to the national center. Pins will be sent to the local chapter adviser so that they can be awarded at a local awards ceremony or local FBLA-Middle Level event. An entry form and supporting documentation are required for this award.

Level 2: Business Level—Certified by the local chapter adviser. This award focuses on chapter activities, intermediate business skills, and leadership in the community. Entries must be submitted to the national center. Pins will be sent to the local chapter adviser for presentation at a local awards ceremony or local FBLA-Middle Level event. An entry form and supporting documentation are required for this award.

Level 3: Enterprise Level—Certified by the local chapter adviser. This award focuses on chapter and leadership activities, advanced business skills, and community and school leadership. All documentation must be submitted to the national center. Names of qualifying students and pins will be sent to the state chairman/adviser so that awards can be presented at the district or the state leadership conference, if desired.

All entries become the property of FBLA-PBL, Inc., and will not be returned. FBLA-PBL, Inc. reserves the right to use submitted materials for its national publications.

Due Date: Must be postmarked by March 1. Mail to: Middle Level Achievement Program, 1912 Association Drive, Reston, VA 20191-1591.

NOTE: Members may complete more than one level in a year. Levels do not build on each other. Activities should be conducted using word processing, spreadsheet, database, and presentation software functions where appropriate.



COVER SHEET



- ☐ Individual Program (check the appropriate level)
 - ☐ Entrepreneur Level
 - ☐ Business Level
 - ☐ Enterprise Level
- ☐ Chapter Program
 - ☐ Excellence Award

(Please type or print clearly.)

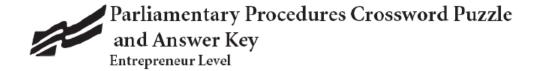
Member's Name:	_ Chapter Number:		
Lead Adviser's Name:	Salutation (circle one): Dr. Mr. Mrs. Ms.		
School Name:	Lead Adviser's Phone:		
School Address:	Lead Adviser's E-mail:		
City, State, Zip:	000		
Signature of Lead Adviser:			
	(National use only)		
Date Received:	Date Processed:		

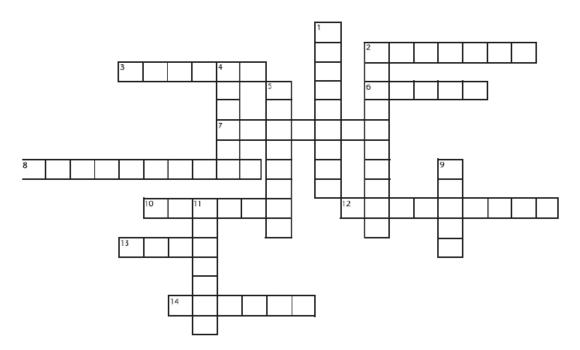


LEVEL 1: ENTREPRENEUR LEVEL Entry Form

Note: Attach cover sheet and documentation with this entry form, postmarked by March 1. FBLA-Middle Level members must complete eight (8) activities from four (4) sections. Entrepreneur Level recepients receive a lapel pin at a local chapter meeting or awards banquet.

School/Community Service Complete two (2) activities.	Education Complete two (2) activities. The first one (1) is required.	Leadership Complete two (2) activities. The first one (1) is required.	Career Exploration Complete two (2) activities. The first one (1) is required.
I. Donate at least five (5) hours of service to one of your teachers. Hours: Teacher: Adviser's initials:	☐ 1. Required. Complete the Parliamentary Procedures crossword puzzle. (Artach com- pleted puzzle.)	1. Required. Attend two (2) chapter meetings. Dates of Meetings: Adviser's Initials:	☐ 1. Required. Interview a family member about his/ her careet. (Attach completed Family Member Interview Question form on page V-25.)
2. Help your chapter adviser with activities to promote American Enterprise Day or FBLA- PBL Week. [Attach a 50- word summary of the project.] Adviser's initials:	2. Key the FBLA-PBL Mission Statement (page V-25), insert clip art, and center it on a sheet of paper. (Attach a copy.)	2. Participate in an individual FBLA-Middle Level competitive recognition event. Event: Adviser's Initials:	2. List five (5) positive characteristics about your- self. (Attach characteristics.)
3. Participate in your chapter's community service project committee. (Attach a 50- word summary of the project.)	3. Read an article or story from Tomorrow's Business Leader. (Attach a 100-word sum- mary of the article or story.)	3. Bring a friend to a meeting. Name:	3. Explain the importance of a dress code in the workplace. (Attach a 50-work summary.)
4. Create a promotional piece such as a flyer, poster, or bulletin board encouraging students to join the local chapter. (Attach a sample of the flyer, poster, or a picture of the bulletin board.)	4. Identify five characteristics of an effective leader. (Attach characteristics and explain how FBIA-Middle Level can help you achieve them.)	☐ 4. Sign up for a local chapter committee. Committee Name:	1 4. List five personal goals. (Attach goals.)





ACROSS

- 2. To cancel a previous action.
- 3. A framework for discussion.
- 6. The person presiding.
- 7. To close the meeting.
- Motions that concern matters of immediate importance.
 To send a pending question to a small group.
- 12. Prepares and reads the minutes of the meeting.
- 13. Motions whose introductions bring business before the assembly.
- 14. A short intermission that does not close the meeting.

DOWN

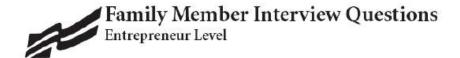
- 1. Receives and acts as custodian of chapter funds.
- 2. To bring back a motion that has already been voted on.
- 4. Discussion of the merits of a motion.
- 5. Over half the members present and voting.
- 9. A motion to modify the wording of a motion.
- 11. Record of the proceedings of a meeting.

recess and Down (1) treasurer (2) reconsider (4) debate (5) majority (9) amend (11) minutes KEK: Across—(2) rescind (3) agends (6) chair (7) adjourn (8) privileged (10) commit (12) secretary (13) main (14)



FBLA-PBL Mission

Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.



- What is the family member's name and job title?
- What company does he/she work for?
- What are the duties of the job?
- What special training or education does this job require?
- What personal qualifications are helpful for this job?
- What are the advantages and disadvantages of this job?
- What is the salary range of a worker who has this job?
- What forms of technology are used in this job?
- What is the best part of this job?
- Other:



LEVEL 2: BUSINESS LEVEL Entry Form

Note: Attach cover sheet and documentation with this entry form, postmarked by March 1. FBLA-Middle Level members must complete nine (9) activities from four (4) sections. Business Level recepients receive a lapel pin at a local chapter meeting or awards banquet.

School/Community Service Complete two (2) activities.	Education Complete two (2) activities. The first one (1) is required.	Leadership Complete three (3) activities Two (2) are required.	Career Exploration Complete two (2) activities.
☐ 1. Design a FBLA-Middle Level chapter exhibit to be displayed at a chapter or school event. (Attach a scanned photo of the exhibit.)	☐ 1. Required. Complete the FBLA-Middle Level Spelling Test with a score of 90 percent or better. (Attach completed test.) Date Completed: Score: Adviser's Initials:	☐ 1. Required. Participate in the Night of the Body Snatchers I membership recruitment program. See page V-33. (Attach completed form.)	☐ 1. Design a bumper sticker with quotes that reflect positive values that may include responsibility, respect, and ethics. (Attach design.)
☐ 2. Participate in a literacy project, i.e., a tutoring program for elementary students, a book drive, or reading to elementary students. (Attach a 50-word sammary.) Adviser's initials:	□ 2. Help present the FBLA-PBL history presentation skit (See the National Organization section of the Chapter Management Handbook on page VII-14) at a local chapter meeting. Meeting Date:Adviser's Initials:	2. Required. Complete the FBLA-PBL Creed worksheet on page V-28. (Attach completed worksheet.)	2. Research a career in business. (Attach a one-page report.)
☐ 3, Create a poster or a flyer about the March of Dimes to hand out at a local chapter meeting to create support and awareness. (Attach a copy of the flyer or poster.)	3. In 50 words or less, describe why a free enterprise system is important. (Attach panagraph.)	☐ 3. Make a presentation about the "Benefits of Joining FBLA-Middle Level" to one of your classes. (Attach audine of presentation.) Adviser's Initials:	3. Identify one (1) personal strength and one (1) personal weakness. Describe what you can do to overcome this weakness. (Attach strength, weakness, and description.)
☐ 4. Serve on a community service committee that is planning a project to either promote or raise money for the March of Dimes or for a state service project. (Attach a 50-word description of this project.)	☐ 4. Obtain at least two (2) business cards from businesspeople in your community. (Copy business cards and attach them.)	4. Submit an article about a chapter activity to your school or local newspaper or Tomortow's Business Leader. (Attach a copy of the article.)	☐ 4. List 10 questions that you may be asked in a job interview. (Attach questions.)
money for the March of Dimes or for a state service project, (Attach a 50-word description	(Copy business cards and	Leader. (Attach a copy of the article.)	(Attach queitions.)



SPELLING LIST

Study the following words for the spelling test. The test will consist of 20 of these words.

1.	accordance	The two agreements, although stated differently, are in accordance
2.	adjacent	Her office is adjacent to mine.
3.	aggravate	His hasty, unwise decision tended to aggravate the situation.
4.	altogether	That statement was altogether confusing and misleading.
5.	approximately	Approximately 100 people attended the meeting.
6.	argue	No one could argue with the action she took.
7.	attendance	Attendance at the seminar was twice that expected.

8. auxiliary During holidays, many stores hire part-time auxiliary employees. 9. beginning Beginning employees receive entry-level wages.

10. categories Suggestions were made for each of the categories. 11. changeable The computer market is highly changeable.

12. choose Employees choose the benefit plan that best suits their needs.

13. claimant The daimant received a refund.

14. collateral She pledged her house as collateral for the business loan. All procedures were in compliance with the rules. 15. compliance 16. consistent Their actions were consistent with their words. 17. corporation The corporation issued its annual report. 18. council The city official attended a council meeting.

19. deductible The tax laws resulted in many expenses no longer being deductible. 20. desirable Handling supplies that way is neither economical nor desirable.

21. device This new machine has an additional safety device.

22. effort The extra effort paid off.

Our principal business is printing sales catalogs. 23. principal

It is a privilege to serve you fine food at reasonable prices. 24. privilege

referred His problem was referred to an expert.

26, stationery Be sure to visit our recently expanded stationery department. 27. supersede The new labor contract will supersede the one signed in 2003. 28. twelfth This is the twelfth modem that has been installed today.

29. ventilation A heat pump will control the ventilation in winter and in summer.

30. wrench The plumber used a wrench to tighten a bolt on the pipe.

SPELLING TEST

His hasty, unwise decision tended to aggravate the situation. 1. aggravate 2. altogether That statement was altogether confusing and misleading. attendance Attendance at the seminar was twice that expected.

4. auxiliary During holidays many stores hire part-time auxiliary employees.

categories Suggestions were made for each of the categories. 6. changeable The computer market is highly changeable.

claimant The claimant received a refund.

8. collateral She pledged her house as collateral for the business loan. 9. compliance All procedures were in compliance with the rules. 10. consistent Their actions were consistent with their words.

11. council The city official attended a council meeting. 12. deductible The tax laws resulted in many expenses no longer being deductible.

13. desirable Handling supplies that way is neither economical nor desirable. 14. principal Our principal business is printing sales catalogs.

 privilege
 referred It is a privilege to serve you fine food at reasonable prices. referred His problem was referred to an expert.

17. stationery Be sure to visit our recently expanded stationery department. 18. supersede The new labor contract will supersede the one signed in 2001. 19. twelfth This is the twelfth modem that has been installed today.

ventilation A heat pump will control the ventilation in winter and in summer.

FBLA-PBL Creed Worksheet

Fill in the blanks of the Creed. You may find the FBLA-PBL Creed in the National Organization section of the Chapter Management Handbook, page VII-3 or on the Web site at www.fbla-pbl.org.

I believe	is the of ever	ry person.
I believe the	depends on mutual	and
	, industry,, religio	
	around the world. I	
	out and	
these groups.		
I believe every	should prepare for a useful	and
	in a manner that brings the g	
to the greatest number.		• 111,100,24,91
I believe every	should actively	toward improving
	, community, and	life.
I believe every	has the right to	a living at a useful
	should take responsibility for	
community.	manner that brings credit to self, assoc	ciates, school, and
I believe I have the	to work efficiently and	to
clearly. I	to use myto	make the world a better
place for everyone.		



LEVEL 3: ENTERPRISE LEVEL

Entry Form

Note: Attach cover sheet and documentation with this entry form, postmarked by March 1. FBLA-Middle Level members must complete 10 activities from four (4) sections. Enterprise Level recipients receive lapel pins at the district/regional or state level. The national center staff will remit the names of winners and pins to state advisers/chairs.

School/Community Service Complete two (2) activities.	Education All four (4) activities are required.	Leadership Complete two (2) activities. The first one (1) is required.	Career Exploration Complete two (2) activities.
☐ 1. Volunteer to participate in a project to benefit senior citizens; i.e., yard work, spend time with nursing home residents, decorate pumpkins for a nursing home, organize an Internet class for senior citizens. (Attach a 100-word summary describing how you benefited from the project.)	☐ 1. Required. Complete the Business Plan Project by yourself or with a partner. See the instruction sheet following this section on page V-30. (Attach completed project.)	☐ 1. Required. Participate in the Night of the Body Snatchers II membership recruitment program. See page V-34. (Attach completed form.)	1. Write down one personal achievement from each age period. 2-5 years: 6-9 years: 10-13 years: (In 100 words reflect on the significance of each.)
2. Mentor a new FBLA- Middle Level member or shadow a high school FBLA member. (Attach a 100-word summary describing the experience.)	2. Required. List the different steps in the decision-making process. Discuss (in 100 words or less) how you could apply this to solving problems in your daily life and in FBLA-Middle Level.	2. Serve as a local officer or chairman of a local chapter committee. Position:	2. Shadow a business- person in a career that interests you. Person Shadowed: Business: Date: Adviser's Initials:
3. Design a card to distribute to your local adviser during Adviser Appreciation Day. (Attach the card.)	3. Required. Complete the FBLA-Middle Level Business Math test with a score of 90 percent or better. (Attack completed test.) Date Completed: Score:	3. With your local adviser, plan a social activity for the chapter. (Attach completed Project Planning Form on page V-32.) Activity: Date:	3. Write a letter to an area business requesting information about desirable employee characteristics. (Attach copy of the letter.)
4. List ten fun activities or icebreakers that your local chapter adviser could use at local chapter meetings. (Attach fun activities/ icebreakers.)	☐ 4. Required. Research a person from his/her leadership skills. Give an oral presentation in one of your classes or at a chapter meeting. Person: Date Presented: Adviser's Initials:	☐ 4. Write a letter inviting a businessperson to speak at a chapter meeting or activity. (Attach letter.)	4. Explore a business career and use the Internet to research what this career is like in three different countries. (Attach written report.)



Through this activity, FBLA-Middle Level members will team up with a partner or they may complete this as an individual project. Members will learn to identify a market and reach that market through different promotional activities. Each team has received the funding necessary to start a new business. All activities need to be turned in to the FBLA-Middle Level adviser in a report format once everything has been completed.

Report (all reports must be bound) Include the following sections in developing the report for the Business Plan. The report must be word processed and the body of the report must be at least three pages in length. Pages may be single or double spaced.

Business Overview. This introduction to the student's report should describe the business concept and explain the rationale behind the slogan and logos of the business. It should also discuss how students plan to create interest in their business.

Company Description. This should include the business mission statement. It should also include a vision for the business and the strategies that the student is going to use to achieve this. Goals or objectives of the business should be listed in this section of the report.

Industry Analysis. Students are to prepare a description of the relevant industry for their business. Make sure size, growth rates, nature of competition, history, and trends and opportunities within the industry are included in the plan.

Marketing Plan. Students need to identify their target market in this section of the report. They should determine the needs of consumers and the components of marketing for their business (product, place, price, promotion, and people); design their business so that it will meet the customer's needs; and identify the different promotional efforts in this section including the different types of advertising that will be used (i.e., slogans, logos, billboards, brochures, print ads, and commercials).

Human Resources. Students should identify key employees needed for the business and indicate how the employees will be recruited.

Summary. Where do you see the business in three, five, and ten years? Include an evaluation of the business's potential for success or failure and identify priorities for directing future business activities. Students should reflect on any long-term business goals and any risks that they may face within the industry they have chosen.

Appendices

Include the following documents in the appendix.

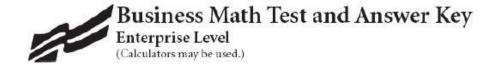
Business Name/Goals. FBLA-Middle Level members must come up with a name for their new business. They need to develop a vision for this business, develop strategies for reaching this vision, and establish goals or objectives for the business. This information will be used in the final phase of the project, when students prepare a written report with the appendices below.

- Logo. FBIA-Middle Level members must design a logo and a slogan for their business to be used on correspondence, letterhead, and promotional pieces. This logo will represent the image of the business in the industry.
- Business Cards. Students are to design business cards for themselves that include their name, title, business address, phone number, and e-mail address.
- Letterhead. FBLA-Middle Level members are to create letterhead that will be used for all correspondence. The letterhead must include the name of the company, student's name and title, company address, company phone number, and company e-mail address.
- Brochure. Students are to create a brochure advertising their business. This brochure must include the business logo and a list of the business merchandise or services offered. Include appropriate clip art and pictures.
- Grand Opening Flyer. Students are to create a flyer for the grand opening of their business. The flyer should be carefully designed, look professional, and provide a brief description of the products or services that the company provides.
- Door Sign with Hours. Students are to create a sign designating the hours the company is open for business. Include the company logo.
- Welcome Letter. Students are to prepare a welcome letter in proper business format that could be mailed to prospective customers. This letter should be on the business letterhead and should include a description of the business and an invitation for them to attend the grand opening. Students should include a coupon at the bottom of the page that customers can use on their first visit. The letter should be addressed to "Dear Prospective Customer:" and include the business location, hours, and any other relevant information.

Report Guidelines

- 1. Include a cover page on card stock paper with graphics, student's name, class, and name of business.
- 2. Page number the report.
- Include a Table of Contents.
- 4. The following appendices should follow the report:
 - a. Appendix A-Logo and Business Slogan
 - b. Appendix B—Business Card
 - c. Appendix C-Letterhead

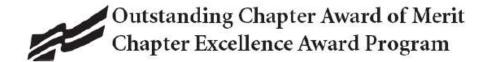
 - d. Appendix D—Brochure
 e. Appendix E—Grand Opening Flyer
 - f. Appendix F-Door Sign with Hours
 - g. Appendix G-Welcome Letter



Divide o	and write the re	emainder	s as fractions, red	uce to lowest term	5.	
	1.	9/10 /3/				
	2.	21/4/1	14			
	3.	362/3/	9 (Fraction formats	should match.)		
Multiply	<i>.</i>					
21 - 22	4.	$12^{7/8} x$	63/4			
	5.	33 x 71	/3			
2 2	6.	18 radi	ios @ \$37.50 each			
-	7.	62 x 28	3 x 74			
Change	the percentage	es to frac	tions, reduce to lo	west terms.		
	8.	37.5 pe	rcent			
	9.	16²/3 p	ercent			
Change	the fractions to	o decima	ls.			
	10.	5/7				
	11.	$2^{3}/_{4}$				
-	12.	15/16				
Change	the following t	lo percen	tages.			
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	14.	0.2187				
<u> </u>	15.	20.6				
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FBLA-Middle Level Project Planning Form Enterprise Level and Chapter Excellence Award

Name of Project:
Proposed Date and Time:
Why are we doing this project?
Who will benefit from this project?
Names of people assisting:
Funding Required: \$ Received approval: □ Yes □ No Description of the project (what will be accomplished, what impact will it have, etc.):
Description of publicity planned:
Other:



OUTSTANDING CHAPTER AWARD OF MERIT

Program Overview

The Outstanding Chapter Award of Merit recognizes outstanding local chapters that have actively participated in projects and programs identified with the goals of FBLA-PBL, Inc.

Eligibility

Active local FBLA-Middle Level chapters must be nominated by the state chairman/adviser and be on record as having paid national dues by March 1 of the current school year.

Regulations

- The state chairman or designee must complete the Outstanding Chapter Award of Merit FBLA-Middle Level entry form and certify that the chapters listed have met their state's criteria.
- Each state may select two (2) chapters or up to 15
 percent of the total active chapters (based on March
 I membership numbers), whichever is greater. (If
 the percentage results in a fractional number, it is
 rounded up to the next highest number.)
- Prior to the nomination, each local chapter must submit a copy of the Local Chapter Activities Report to the state chairman/adviser.
- If no state chapter exists, nominations may be made directly to the national center.

Procedure

The suggested criteria for the FBLA-Middle Level Outstanding Chapter Award of Merit should serve as a guide for the state chapter in the evaluation process. Criteria may include:

- Paid state and national dues by October 20.
- Conducted activities identified with the FBLA-PBL goals.
- Participated in the Middle Level Achievement Program (MAP).
- Participated in school and community service activities.

- Promoted FBLA-Middle Level to the school and community.
- Invited business and professional men and women to become involved in chapter activities.
- Conducted a public relations program in the school and community and documented the activities with newspaper clippings.

National Recognition

Chapters receiving this award will receive certificates of achievement.

CHAPTER EXCELLENCE AWARD

This chapter membership recognition program recognizes a FBLA-Middle Level chapter's participation in a variety of projects and activities from the areas of service, education, and leadership. This program encourages local chapters to plan projects and participate in activities in these areas to enrich the experiences of chapter members, which in turn help to increase local chapter membership. Chapters that go above and beyond in their FBLA-Middle Level participation are awarded with national recognition.

All FBLA-Middle Level chapters are eligible to compete for the Chapter Excellence Award each year: 10 activities must be completed. Chapters completing the necessary requirements receive:

- Certificate of Recognition.
- Inclusion on the Outstanding Chapter Honor Roll, which appears in national publications and on the national Web site.

Simply copy and fill out the cover sheet, attach the entry form and any supporting documentation, and submit the package by April 1. Accompanying forms may be found immediately following this section.

All entries become the property of FBLA-PBL, Inc. and will not be returned. FBLA-PBL, Inc. reserves the right to use submitted materials for its national publications.

Due Date: Must be postmarked by April 1.

Mail to: FBLA-Middle Level Achievement Program— Chapter, 1912 Association Drive, Reston, VA 20191-1591



CHAPTER EXCELLENCE AWARD Entry Form

Note: Attach the cover sheet, entry form, and all documentation, postmarked by April 1. Chapters must complete 10 activities from the three (3) sections. The Chapter Excellence Award is presented at the local level with a certificate.

School/Community Service Complete three (3) activities.	Education Complete three (3) activities. The first two (2) are required.	Leadership Complete four (4) activities.
□ 1. Plan a service project for your school or community (i.e., computer classes for children or senior citizens, babysitting services for Parent/Teacher Conferences, typing services for faculty, bowl-a-thon to raise money for a charity, read stories to kindergarten students). (Attach the completed Project Planning Form on page V-32.)	1. Required, Submit at least one member's name who has completed the Business Level or higher of the Individual Membership Recognition Program. Member Name: Program Level: Date Submitted:	☐ 1. Required. Complete the Leader- ship/Chapter Checklist. (Attach completed form on page V-38.)
2. Donate at least one (1) of your member's services to a local business or a faculty member. (Have a member attach a 100-word summary describing what he/she learned from thit experience.)	2. Required. Have one of your officers prepare minutes from a local chapter meeting. (Attach completed minutes worksheet on page V-37.)	2a. Required. Increase or maintain your chapter membership. (Attach membership toster.) 2006–07 members 2007–08 members OR 2b. Required. Sign up all students in a business class. (Attach 100 percent Class Participation form on page V-41 and a copy of the class roster.)
3. Write a press release about the March of Dimes or about FBLA- Middle Level to promote your chapter during FBLA-PBL Week. (Attach a copy of this press release—see the Public Relations section of the CMH for ideas on how to write press releases.)	☐ 3. Prepare a local chapter Treasurer's Report for one of your chapter meetings. (Attach a copy of the completed Treasurer's Report, page III-4.) See the Local Chapter Organization section of the CMH for a sample Treasurer's Report.	☐ 3. Required. Conduct the M&M® icebreaker at one of your chapter meetings. See page V-39 for the activity. (Have one of the members attach a 50-word summary describing this activity and the effect that it had on the local chapter meeting.)
4. Volunteer your chapter's services to benefit someone with special needs in the community (i.e., volunteer at a homeless shelter, rake or mow yards for the elderly in the community, volunteer to help the Salvation Army, participate in a community Walk America for the March of Dimes, participate in Join Hands Day). (Attach a 100-word description of this activity.)	☐ 4. Sponsor a CEO Day where members dress in professional business attire. (Attach a news release describing this project.) See the Public Relations section of the Chapter Management Handbook for samples of a news release.	4. Required. Invite your school principal to attend a local chapter meeting or a local event. (Attach letter.)



meeting of the		Chapter of Future Business Lee	ders of America.
		Place	
•			
Number of Members			
Minutes of Previous	Meeting	cepted,corrected, etc.)	
Treasurer's Report	(Amount of balance on b	and resorted)	
Committee Reports	(Amount of bearing on i	and reported.)	
Report of		Committee.	
Unfinished Business			
Item		Presented by	
		•	
New Business			
Item		Presented by	
How handled?			
Announcements _			
Summary of Progra	am		
Guests Present			
Chapter Secretary		Date	
		2 - 11	



Okay Needs Improvement	provement Items		
		1. Do we hold regular chapter meetings?	
		Do we have a written agenda for our meetings?	
		3. Are minutes recorded and read at our chapter meetings?	
		4. Do we publicize our meetings?	
		5. Do we make assignments at our meetings?	
		6. Do we follow through with our assignments?	
		7. Do all participants at our meetings have equal opportunity?	
		8. Do we encourage new members of our chapter to participate?	
		9. Do we teach and demonstrate leadership principles?	
		10. Do we conduct progress reviews to check our accomplishments?	
		11. Do we recognize and compliment others for their efforts?	
		12. Do we set worthwhile goals?	
		13. Do we communicate our goals and our accomplishments?	
		14. Do we plan our activities?	
		15. Do our officers and our members understand our mission?	

President's Signature Adviser's Signature Date



Instructions: Everyone in the meeting gets three note cards and a small bag of M&Ms. Ask FBLA-Middle Level chapter members to pick three M&Ms—each a different color. On the index cards students:

- Write their name.
- Write their e-mail address (if applicable).
- Write the years that they have been in FBLA-Middle Level.
- Write the answer to the questions that match the color of M&Ms that they chose.

FBLA-Middle Level chapter members then go around the room and introduce themselves to three different people and tell them their name, their e-mail address, and the years they have been in FBLA-Middle Level. Switch all three cards with three different people—when students are done they will have names, e-mail addresses, and information about three new friends.

Orange - What is your favorite color?

Red - What is your favorite food?

Blue - Why are you interested in FBLA-Middle Level?

Yellow - What is your favorite television show?

Green - What is your favorite activity?

Brown – Who is your favorite music artist?